APRIL - JUNE 2006 COMPUTER CLASSES

No classes on following dates: April 14 & May 29

SeniorNet membership required for all classes

Computer Basic

For those who are computer novices, this class begins with turning the computer on, using the mouse and keyboard and learning very basic skills.

Fridays 1 - 3 p.m.
April 21 - June 9   8 classes $20

Introduction to Computers

This class is for the participant who is familiar with the mouse and keyboard and has used a computer. You'll learn the basics of Word Processing, Spreadsheets, Database, Internet and E-mail.
Prerequisite: Computer Basic or similar computer experience.

Tuesdays 10 a.m. - Noon
April 11 - May 30   8 classes $20
Tuesdays 5:30 - 7:30 p.m.
April 11 - May 30   8 classes $20
Wednesdays 10 a.m. - Noon
April 12 - May 31   8 classes $20
Thursdays 10 a.m. - Noon
April 13 - June 1   8 classes $20

Word Processing using Word-Level 1

You'll begin with editing and formatting. In addition to Cut, Copy and Paste, you'll learn to move through the document and select text, check spelling and grammar, and save and print documents. Formatting lessons will show you how to change font styles, sizes and colors. In paragraph formatting you'll learn about alignment, spacing, margins, hanging indents and borders & shading.
Prerequisite: Introduction to Computers or equivalent computer experience.

Wednesdays 1 - 3 p.m.
April 12 - June 7   8 classes $20
No class May 10

File Management

Ever spend hours working on a document, only to have it disappear or wonder where your lost files go? Are your files large and unmanageable? Can't find the pictures you downloaded? We'll cover all methods used by Windows to help you organize and keep track of files & make them accessible.
Prerequisite: Introduction to Computers or equivalent computer experience.

Mondays 10 a.m. - Noon
April 10 - May 1   4 classes $10
Thursdays 5:30 - 7:30 p.m.
April 13 - May 4   4 classes $10

Spreadsheets using Excel

Learn how to navigate cells, enter formulas, design, format and print worksheets and create charts. In addition, you'll have the opportunity to develop a household expense worksheet and a checkbook register.
Prerequisite: Introduction to Computers or equivalent computer experience.

Thursdays 1 - 3 p.m.
April 13 - June 1   8 classes $20

Internet & E-mail

Learn to send and receive e-mail, navigate on the Web, search for information, and use message boards, chat rooms, and instant messaging. Additionally, you will learn to save your favorite Web addresses, forward and organize your e-mail messages, and download and save Internet files.
Prerequisite: Introduction to Computers or equivalent computer experience.

Tuesdays 1 - 3 p.m.
April 11 - May 30   8 classes $20

Travel Planning on the Internet

Learn how to plan vacations, book hotels, buy airline tickets and find the best travel deals. Instructor Irene O'Donnell uses Travelocity, Expedia and Priceline, and she will share information about online sites for airlines. She has traveled to Ireland, Croatia and all over the United States and will share her tips for using the internet.

Tuesday, April 4 • 1 - 3 p.m.
FREE to all - Registration required

Computer Tech Talk

Do you have a computer problem that has you stumped? Perhaps someone to walk you through, one-on-one, a difficult process? If you can use extra help, join us in the Computer Lab. Please sign up in the office, give us a brief description of your problem; and our computer gurus will try to come up with a solution at the next meeting.

2nd Thursday 3:30 - 5 p.m.
April 13 • May 11 • June 8

Signups for returning members

April 4 • 9-11 a.m.

Signups for new members

April 5 • 9 - 11 a.m.